



TILLAMOOK COUNTY PERSONNEL REQUISITION

and Recruiting Analysis Employment for Position or FTE Increase

- Requisitions are limited to only 1 Job Classification and a maximum of 2 positions.
- Department Head, BOCC Liaison, and Treasurer signatures are required before submitting to the HR Director.
- New Positions require BOCC approval - Board Agenda item requests are due 10:00 a.m. the previous Friday.
- Incomplete forms will be returned to the Department Head.

REQUISITION INFORMATION			
Date of Request	Department Contact		Date Needed
Department	Location	FTE	
Job Title	Position	Grant Funded	
	New Replacement	Yes No Approved Grant Attached	
Replacement Position	Prior Employee Name	Reason for Vacancy	
Yes No			
Regular Full Time (30-40 hrs)		Regular Part Time (20-29 hrs)	
150 Days-On Call		Part Time Less (NTE 19 hrs)	
Returning Retired Employee, 150 Days-On Call		Casual Seasonal	
Complete description of work to be performed if not covered by position description:			
Special qualifications required, including experience details, if not covered by position description:			
AUTHORIZATION			
This is a(n) _____ position that _____ been budgeted for Fiscal Year ____/____.			
DEPARTMENT HEAD SIGNATURE <i>I certify that funds are available for this position.</i>			
BOCC LIAISON SIGNATURE			
TILLAMOOK COUNTY TREASURER / BUDGET OFFICER <i>I certify that Funding is available. Funding is NOT available.</i>			
HUMAN RESOURCES DIRECTOR			
BOCC CHAIR SIGNATURE <i>Required for new position requests.</i>			